Information Access Request

About this form
You may use this form to apply to Council for copies of City records. You may find it more convenient to apply online. Visit our website http://www.cityofsydney.nsw.gov.au/council/our-responsibilities/access-to-information

How to complete this form
1: Please note that fields on this form marked with an * are mandatory and must be completed before submitting this request. Please provide an email address if possible.
2: Once completed you can submit this form by mail, email or in person. Please refer to the lodgement details section for further information.

Part 1: Applicant Details
Title

Given Name/s*

Family Name*

Postal Address*

Contact Number

Email Address

Part 2: Property Details (if relevant)
Property Address*

Building Name (if known) Lot Number (DP / SP)

Development Application number (if known)

Part 3: Details of Information Requested
1. You will require copyright owner’s consent for Council to provide copies of plans, consultant reports or other copyright information, and owner’s consent to view internal residential parts of buildings.
2. Please indicate which documents you would like to access from the list below:

Notice of Determination Building / Development Plans

Assessment Report Occupation Certificate

Development Application Form Other requested information (please specify below)

Part 4: Owner(s) Consent (if required - see 3.1 above)
As the owner(s) of the above property, I/We give consent to the viewing of internal residential plans.

Owner’s Name (please print) Signature Date
Part 5: Fees and Charges

There is no application fee for an Access to Information Request. However fees may be payable for digitisation and for digital provision of copies of documents and photos. See Fees and Charges - City Records - Informal GIPAA Requests on the City's website: http://www.cityofsydney.nsw.gov.au/council/our-responsibilities/fees-and-charges

Part 6: Privacy & Personal Information Protection Notice

Purpose of Collection: Public access to Council’s information

Intended recipients: Council staff.

Supply: Voluntary. A consequence of non provision is that insufficient information will be provided.

Access/Correction: Contact the City of Sydney Council Customer Service Team to access or correct this information.

Storage: City of Sydney Council, 456 Kent Street Sydney NSW 2000.

Part 7: Lodgement Details

You can lodge the completed application by:

EMAIL: council@cityofsydney.nsw.gov.au

MAIL: City of Sydney, GPO Box 1591, Sydney NSW 2001

IN PERSON: Town Hall House - Level 2, 456 Kent Street, Sydney
See our website for details of all customer service centres and opening hours: http://www.cityofsydney.nsw.gov.au/customer-service

WHAT NOW: We aim to respond to you by email within 10 working days. We supply requested information in digital form.

TELEPHONE: (02) 9265 9333 or visit our WEBSITE: www.cityofsydney.nsw.gov.au

Office Use Only

Request received by: 

Date received: 

Customer Service Centre Location: 